

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"**

Position Title: Revenue Enforcement Agent (Collector)
Position Number: 58106177
Division: Business and Income Taxes
Band/Salary: 4/\$11.46 - \$13.62/DOQ
Type of Employment: Permanent/Full-time
Location: Helena
Union: Yes
Supplement: Yes
Closing Date: March 20, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as Revenue Enforcement Agent, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic, a positive attitude, and enjoy working with and for the public. The position requires math, computer skills, and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to research, understand and apply the laws, rules, policies and procedures that govern the work of the Department of Revenue as well as the ability to make sound decisions and be accountable for them, is essential.

The Revenue Enforcement Agent is the initial contact for collection of delinquent accounts. The primary responsibilities of this position include researching and analyzing information using a wide variety of collection methods to secure repayment of liability to the state. The incumbent will exercise independent judgment to evaluate and plan collection strategies, monitor accounts, and records and maintains on-line data on the department's system for all collection activities.

The incumbent will need to have knowledge of general debt collection practices, ability to research, manage a complex workload, maintain composure in adversarial confrontations and situations, maintain confidentiality of all records and transactions, and to prioritize activities.

The above competencies are typically acquired through a combination of education and experience equivalent to graduation from high school, college-level accounting course work, and three years of investigative debt collection experience including credit/finance work. Other combinations of relevant education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed on your State of Montana Employment Application.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, full medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$25,000/yr is:

Wages:	\$25,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 1,725.00

Total Average Wage Package \$33,805.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State Application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplement questions.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Title: Revenue Enforcement Agent (Collector)
Position Number: 58106177
Application Deadline: March 20, 2008

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required.

1. Describe to us what you consider good work ethics. How do you apply these work ethics in your daily work routine?
2. Please tell us why you are interested in this job and what makes you the best candidate to fill this position. Include knowledge, skills, experience, past employment, education, etc. Please explain how the information you have provided on the application relates to this position.